

# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



**Chairman:** Councillor Anil Saini  
**Clerk to the Council:** Alison Hinks  
Ketley Community Centre  
Holyhead Road  
Ketley  
Telford  
TF1 5AN  
01952 612035 or 07778 941042  
[parishclerk@ketleyparishcouncil.co.uk](mailto:parishclerk@ketleyparishcouncil.co.uk)  
[www.ketleyparishcouncil.co.uk](http://www.ketleyparishcouncil.co.uk)

**Minutes of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 14 July 2015 at 11.00 am at Ketley Community Centre.**

**PRESENT:**

Councillor Mandy Cartwright  
Councillor Laura Hodgkinson (arrive late)

Councillor David Elliott  
Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

**R15/126 WELCOME**

Cllr Elliott welcomed all Councillors to the meeting.

**R15/127 APOLOGIES FOR ABSENCE**

Cllr Hodgkinson did not attend the meeting.

**R15/128 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**R15/129 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 14 JULY 2015**

**RESOLUTION:** Cllr Elliott proposed the minutes held on 14 July 2015 as an accurate record, which was seconded by Cllr Cartwright and unanimously agreed by the Resources Committee.

Cllr Jhawar said that the Centre Manager should attend the beginning of each Resources Committee for 10 minutes to update Councillors on development of the Community Centre.

**ACTION:** Cllr Elliott asked the Clerk to chase the Centre staff for signed copies of the Staff Handbook confirmation letter and signed copies of contracts of employment.

Councillors went through the customer satisfaction questionnaire and agreed that this could be sent to all centre users after their booking and to all regular users when new booking forms are completed for the next academic year. Cllr Cartwright said that findings should be reported in the September 2015 newsletter.

**R15/130 HEALTH & SAFETY**

Nothing to report.

**R15/131 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

- Staffing Update - To resolve: That by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

**RESOLUTION:** Cllr Elliott proposed that this item is discuss in private as it was to discuss staffing issues, which was seconded by Cllr Cartwright and unanimously approved by the Resources Committee.

**In conclusion the Resources Committee agreed to review the proposed staffing structure at their meeting on 29 September 2015.**

**R15/132 AGENDA ITEMS FOR NEXT MEETING**

Staffing Structure

**R15/133 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- Tuesday 29 September 2015 at 11.00 am at Ketley Community Centre

Signed: .....  
Chairman of Ketley Parish Council Resources Committee

Date: 29 September 2015